Lending Policy and Agreement

By borrowing the laptop you acknowledge you are agreeing to the following terms:

Eligibility

- Borrowers must be 18 years old or older.
- Borrowers must be Library card holders in good standing with a current address on file and no outstanding fines greater than $20.
- A *limited use* Library card may not be used.
- A valid Sunnyvale Public Library card AND a current photo ID must be presented at the time of checkout.
- Borrower must have sufficient proficiency to operate the laptop, including knowledge of how to start and shutdown, and how to save files to a USB drive or to an online site.
- Borrower must be willing to learn to use the software on the *Multimedia Designer's Laptop* [MDL] independently. Library staff is unable to provide instruction on how to use the software. An FAQ sheet that includes a list of self-guided software tutorials is available at the reference desk.
- Borrower must be willing to submit a short printed survey about the use of the *MDL* upon its return.
- Patrons in past violation of this agreement or other Library policies may be prohibited from using the *MDL*.

Guidelines for Use

- The *MDL* is for Library use only and is not to be removed from the Library at any time. Bring the *MDL* to the Information Desk to be held for you if you need to leave the Library or use the restroom.
- The *MDL* must be directly supervised only by the borrowing patron at all times. It is the responsibility of the borrower to bring the *MDL* to the reference desk for a hold. It is not possible for another to "watch" or "return" the *MDL* for the borrower.
- Software and settings may not be altered. Nothing can be added or removed from the *MDL's* internal storage.
- Borrowers are prohibited from saving work on the hardware of the *MDL*. It is the responsibility of the borrower to save projects to a personal USB drive or an online cloud storage service such as DropBox or Google Drive.
- Using the *MDL* for surfing the Internet, social media, or composing messages is prohibited. Email or other online services may be used only for retrieval of photos and files to be used in digital projects on the *MDL* or as a way to save your project.
- All digital projects must be legal and appropriate for viewing by all Library users, including children. The *MDL* is for use in a public space and as such all projects must be appropriate for public viewing.
- As with any electronic device, use care when handling the *MDL*.
- Priority will always be given to first-time users of the *MDL*. Repeat patrons are not guaranteed continued access to the machine, and repeat loans are subject to review on a case-by-case basis.

Any inappropriate use of the *Multimedia Designer's Laptop* will result in a mandatory and immediate return of all equipment and a forfeiture of any future access to the equipment. The *MDL* may be confiscated by staff if it is left unattended.

Loan Requirements

- Borrowers must read, understand, and sign this agreement at the Service Desk in the presence of a Library staff member every time (s)he checks out the *MDL*.
- The *MDL* can only be checked out from and returned to a Service Desk librarian during open hours. DO NOT USE RETURN MACHINE or BOOKDROP.

Returning the Maker PC

- The *Multimedia Designer's Laptop* is due <u>one hour before closing</u> on the day that it is borrowed regardless of pick up time. If the *MDL* isn't returned by then, it is assumed that the equipment is stolen. The full cost of replacement will be charged to the borrower's Library account and the Library may report the theft to law enforcement authorities.
- As a continuing project, a brief written survey is required at the time the *MDL* is returned. Surveys are found in the carrying case or at the Information Desk.

Fines and Liability

The borrower is responsible for all costs associated with damage or loss of the *Multimedia Designer's Laptop* hardware, software, screen, and peripherals including the carrying case and power cords. Pre-determined fees include, but are not limited to, the following:

Multimedia Designer's Laptop		$1925.00
Includes:	Laptop	$800.00
	Accessories - All	$125.00
	MS Office Pro	$400.00
	Adobe Creative Cloud Software Suite	$600.00
If lost separately:		
Carrying Case		$35.00
Power Block & Cord		$30.00
Battery Pack		$30.00
USB Mouse		$10.00
Location Tracking Device		$20.00

Be aware that other components, such as a cracked monitor, may require an estimate for repairs and that the full cost of the estimate as well as the repair may be charged to the borrower. Borrowers will not be allowed to purchase replacement parts or components to replace damaged items.

- It is the responsibility of the borrower to inspect the equipment and peripherals including the case and the charger and to report any damage or missing items immediately. The borrower's Library account will be charged if any items are missing or damaged after the return of the *MDL*.
- The Library makes no guarantees regarding the saving, storing, and functionality of the software on the *MDL*. Borrowers are responsible for saving and backing up their files to either cloud storage services or their own flash drives. 4G flash drives are sold at the circulation desk for $5.00 each.
- AVG anti-virus software is included on the *MDL*, but the Library makes no guarantees, warrantees, or refunds regarding the corruption of USB drives, retrieved or downloaded files, or other software, documents, or files while using the *MDL*. Borrowers use the *MDL* at their own risk.

By reserving or borrowing the *MDL*, I state that I have read and understood the entire Lending Policy and Agreement and that I agree:

- To abide by the Sunnyvale Library's *MDL* lending guidelines as stated above.
- To pay full repair and/or replacement cost should the *MDL* or any peripherals be stolen, lost, not returned on time or damaged.
- To indemnify and hold harmless the Sunnyvale Public Library and its officers, employees and agents from any loss, cost, damages and other expenses incurred arising out of borrowing the *MDL*.

Print Name: _____

Signature: _____

Library Card Number: _____

Name: _____

Date: _____